

**Minutes of Stoke Albany Parish Council Meeting Held on Tuesday 5th March 2013
at 8.00 pm in the Village Hall**

Present:

Councillors: B Squires, J Tugwell, D Benson

Clerk: Leigh Parkin

| Minute No. | | ACTION |
|--------------|---|--------|
| 1 | Apologies: Cllr J Wallace, Cllr D Small. | |
| 2 | Approve and sign the minutes of the meetings of 12th February 2013 It was RESOLVED that the minutes be signed as a correct record. | |
| 3 | Matters Arising: <ul style="list-style-type: none"> • Minute 9.5/Feb 13 – Mr P Hollobone, MP, has chased Mr B Lewis, Parliamentary Under-Secretary of State, Department for Communities and Local Government, for a written response to Stoke Albany's letter re: possible future caps on Town and Parish Council precepts. • Minute 13.1/Feb 13 – The fly tipping along Ashley Road has been reported again to KBC. • Minute 13.3/Feb 13 – the dip in the slip road from the A427 into Stoke Albany has been reported to MGWSP. In addition subsidence on the exit slip road has also been reported. | |
| 4 | Declarations of Interest: None. | |
| 5 | Representations from Members of the Public: None. | |
| 6 | Planning: No planning applications had been received for comment by the Parish Council. | |
| 7 7.1 | Surveys/Questionnaires/Meetings: Community Enhancement Gangs (CEG) – It was agreed to request that the CEG undertake the following work within the village: <ul style="list-style-type: none"> • Footpath on the left hand corner of the road coming from Wilbarston turning into Desborough Road, Stoke Albany - clear and cut back vegetation from the footpath which is completely overgrown. • Clean all village road signs. • Ashley Road coming down the hill – both sides of the road/bank - strimming bank and ensuring footpath is cleared and cut back. | |
| 8 8.1 | Bus Shelters, Seats & BMX Track: Cllr Squires has undertaken an inspection of the bus shelters, seats and BMX track and reported that they are all in good condition except the wooden seat along the Ashley Road footpath going down the hill towards Lower Road (Minute 8/Feb 13). Ashley Road bench – The possibility of the Community Enhancement Gang repairing the bench was discussed, however, it was agreed that the bench needed to be repaired sooner and that Mr R Arnold, Specialist Joiner, would be | Clerk |

Chairman

Date

| | contacted to ask him for a quote to repair the bench. | | | | | | | | | | | | | | | | | | | | | |
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| 9 9.1 | <p>Finance Accounts for Payment: It was RESOLVED that the following accounts be paid:</p> <table border="1"> <thead> <tr> <th>Cheque No.</th> <th>Amount</th> <th>Payee</th> <th>Reason for Payment</th> <th>Statutory Power</th> </tr> </thead> <tbody> <tr> <td>100780</td> <td>£71.72</td> <td>Mrs Leigh Parkin</td> <td>Salary (February 13)</td> <td>s.111 LGA 1972</td> </tr> <tr> <td>100781</td> <td>£18.00</td> <td>HM Rev & Customs</td> <td>PAYE (February 13)</td> <td>s.111 LGA 1972</td> </tr> <tr> <td>100782</td> <td>£99.75</td> <td>Mrs Leigh Parkin</td> <td>Clerk's Expenses (Oct 12 to March 13)</td> <td>s.111 LGA 1972</td> </tr> </tbody> </table> <p>LGA = Local Government Act</p> | Cheque No. | Amount | Payee | Reason for Payment | Statutory Power | 100780 | £71.72 | Mrs Leigh Parkin | Salary (February 13) | s.111 LGA 1972 | 100781 | £18.00 | HM Rev & Customs | PAYE (February 13) | s.111 LGA 1972 | 100782 | £99.75 | Mrs Leigh Parkin | Clerk's Expenses (Oct 12 to March 13) | s.111 LGA 1972 | |
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| 9.2 | <p>Receipts:</p> <table border="1"> <thead> <tr> <th>Paid into NS&I Investment Account</th> <th>Amount</th> <th>Received from</th> <th>Reason for Payment</th> </tr> </thead> <tbody> <tr> <td>1 Jan 13</td> <td>£16.07</td> <td>NS&I</td> <td>Interest Payment</td> </tr> </tbody> </table> | Paid into NS&I Investment Account | Amount | Received from | Reason for Payment | 1 Jan 13 | £16.07 | NS&I | Interest Payment | | | | | | | | | | | | | |
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| 1 Jan 13 | £16.07 | NS&I | Interest Payment | | | | | | | | | | | | | | | | | | | |
| 9.3 | Bank Statement & Accounts: The HSBC Bank Statement had not been received and will be reported at the next meeting. | | | | | | | | | | | | | | | | | | | | | |
| 9.4 | <p>Photocopying (Minute 9.8/Feb 13): The Desborough Library Manager has agreed the following photocopying charges for Stoke Albany Parish Council:</p> <ul style="list-style-type: none"> • A4 Black & white copies – 6p per copy (standard price 10p per copy) • A4 Colour copies – 50p per copy <p>It was agreed that in future only essential documents will be photocopied.</p> <p>Quotes will be obtained to print the Parish Council newsletter.</p> | | | | | | | | | | | | | | | | | | | | | |
| 10 | <p>Pocket Park – Annual Inspection Cllr Squires and the Clerk have arranged to meet Ms R Little, Northamptonshire County Council Pocket Parks Officer, to undertake the annual inspection of the Pocket Park and review of the risk assessment on Friday 8th March 2013.</p> | Clerk/BS | | | | | | | | | | | | | | | | | | | | |
| 11 | <p>Review of Stoke Albany Parish Council's Policies and Procedures, including: A review of the Parish Council's Policies and Procedures had been undertaken by the Clerk and a report was presented to the Parish Council for consideration. It was Agreed to adopt the below detailed reviewed policies and procedures, incorporating the recommended amendments:</p> <ul style="list-style-type: none"> • Financial Regulations; • Standing Orders; • Risk Assessment; • Internal Audit; • Freedom of Information Stoke Albany Parish Council Publication Scheme; | | | | | | | | | | | | | | | | | | | | | |

Chairman

Date

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| 11.1 | <ul style="list-style-type: none"> • Equal Opportunities Statement; • The Code of Conduct Stoke Albany Parish Council. <p>Review of the effectiveness of Internal Controls including Risk Assessment -Taking the review of the policies and procedures into consideration and The Accounts and Audit (England) Regulations 2011, regulation 4(2) the Parish Council Agreed that it believes there is an adequate system of internal controls in place to safeguard the assets and finances of the Parish Council to mitigate against the risk of loss or damage.</p> | |
| 12 | <p>Queen's Diamond Jubilee - Tree & Plaque Update – It was agreed that Councillors will meet to plant the tree and position the stone plaque on Saturday 23rd March 2013 at 10am in the playing field car park. A notice will be put in the noticeboard.</p> | All/Clerk |
| <p>13 13.1 13.2 13.3 13.4 13.5 13.6 13.7 13.8 13.9 13.10</p> | <p>Correspondence Northants CALC Update January – February 2013 – Noted. Northants CALC Training Calendar March – June 2013 – Noted. KBC Work Programme Feb 13 – Noted. Webcasting of NCC meetings – Noted. Introduction of new recycling service within Kettering Borough – Noted. NCC Highways Members' Newsletter Jan 13 – Noted. BBC Allotment Programme – Noted. Superfast Northamptonshire Newsletter 8 – March 2013 – Noted. KBC Consultation – Draft Development Order: Kettering Town Centre – Seats on Streets – The Parish Council did not wish to comment on this consultation. Clerks & Councils Direct March 2013 – Noted.</p> | |
| <p>14 14.1</p> | <p>Exchange of Information – None. The annual village litter pick will take place on Monday 8th April 2013, 6.30pm meeting on the Top Green. Cllr Tugwell will produce and put up posters around the village. The Clerk will arrange for equipment to be available.</p> | JT/Clerk |
| 15 | <p>Date of Next Meeting and Agenda Items Tuesday 2nd April 2013</p> | |
| The meeting closed at 8:40 pm | | |

Chairman

Date